

LANCASTER COUNTY

COUNTY-CITY BUILDING Telephone: (402) 441-7410
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BOARD OF COMMISSIONERS

ADDENDUM #1

Issue Date: 06/26/03

SPECIFICATION NO. 03-180

FOR

CONVERSION OF DIGITAL IMAGES TO MICROFILM

Addenda (or addendum if singular) are written instruments issued by the County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes to the County's specification and bidding documents:

1. QUESTION: Can either 5 mil or 2.5 mil film be used?
ANSWER: The County wants Kodak Reference Archive Media code 3433, 2.5 mil, 16mm x 215 ft., #862-5147.
2. QUESTION: The bid references the possibility of Lancaster County acquiring equipment and performing this service in-house. Are you looking for bids on the Kodak Archive Writer now or will there be another bid released in the future for this equipment?
ANSWER: The County may issue a separate bid for the equipment, should we decide to do the work in-house. The County also has the option to purchase off the State of Nebraska or Federal Government's GSA bid (we have this option via State of Nebraska Statutes). We will determine the method of purchase (if any) after our analysis of the overall costs for the service.
3. QUESTION: How often would images be posted on your FTP site for downloading by the contractor? How often would you require the conversion process be performed?
ANSWER: Frequency of postings will vary by project. For our largest project (500,000 images/yr.) we anticipate posting as soon as we have 5,000 images which is approx. twice per week. Other smaller projects, may be only once per month or year. For our twice per week project, we want conversion to take place within a few days of transfer. For monthly or yearly projects, we want conversion within two (2) weeks.
4. QUESTION: The bid requests a separate price on 167 rolls of film? If we include the cost of film in our conversion prices, should we respond to this line item as "included"? Or is it necessary to break this out separately? Or, is this line item in addition to the conversion?
ANSWER: Some firms bill separate for the film. If your firm includes it in the cost per image, just mark the line "included". We are not looking to buy additional film for other purposes.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith
Assistant Purchasing Agent

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